~ WELCOME ~

Annual Data Collection (ADC) Training
for
School Year 2008-2009

Introductions

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Annual Data Collection Packet

- Table of Contents (pink)

- Glossary of terms

- Staff Assignment Codes listing (green)

- ADC Overview

- Authorized Signatures and Checklist

- Preprinted Personnel forms

Due Dates

To County Superintendent:
Tuesday 10/21/2007

To OPI Accreditation Division:
Tuesday 10/28/2007

Where to Get More Information

- OPI Website: http://www.opi.mt.gov
  - Go to Programs & Services of OPI
  - Select Annual Data Collection http://www.opi.mt.gov/adc/Index.html

- OPI Help Line - (406) 444-4050

- Tip of the Day

- OPI Knowledge Database (Get Answers)

Getting Started With Citrix

- Install Citrix client software
  - See User Manual
  - Update if not used since June 1, 2007
- Username and Password
  - Mailed to Authorized Rep in June 2008
  - Password policy

Password Policy

- Mailed to Authorized Reps July 1
- Cannot be given out over phone or email
  - MUST be mailed
- Changes every 60 days
  - Add month delimiter to core password: "SO" for September-October
- Call OPI Help Desk (406) 444-3448

User Level

- What level of user are you?
- Your user level determines which menu options you can see

Schools (SC)

District (LE)/ SE Coop

County (CO)

State (OPI)

User Level Cont'd
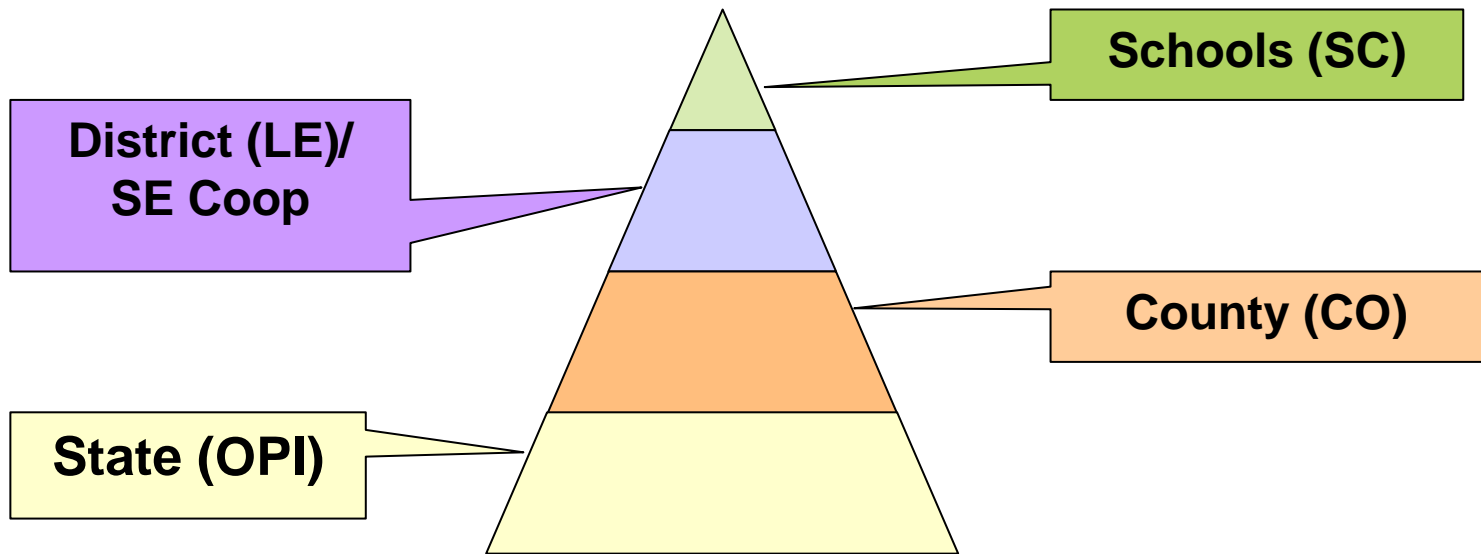
Click here to proceed

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
Step #2: Click on the Get Started button to work with your selection -->
You can return to this screen at any time by pressing the Select button.

✓ Get Started

Working at the District Level with District Wide Data.

		Codes:
School Year:	2008-2009	
County:	Beaverhead	01
System or Coop:	Dillon Elementary	0199
Legal Entity:	Dillon Elem	0005
School:	All Schools	%

This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Select school using dropdown

Navigation

Current User Level

Click to exit program

Change Entity

Annual Data Collection Main Menu

👉 Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)   **District Level**
All Schools (SC %)

Exit Program

READY FOR DATA ENTRY

Select

Task

Select a button on the left, then double click an option below

📝 Data Entry

📗 Reports

ENTERED BY EVERYONE
1 - Organization Setup
2 - Setup Periods/FTE Names
3 - Staff Assignments

ENTERED AT SCHOOL LEVEL
4 - Accreditation Data
5 - PIR Days and School Start and End Dates
6 - Alternative Education Programs
7 - Indian Education
8 - Technology Use Report

Select

Screen

Status

Setup and confirm general information for District or School.
Enter general units of time for schools.

frmSwitchBoard

What is ADC Used For?

- Accreditation - Board of Public Education (BPE)
- Federal Reporting of Highly Qualified Teachers
    - Eden/EdFacts
    - HEA Title II
- NCLB Report Card
- Funding (Quality Educator Payments)
- 5-Year Planning and Effectiveness Reports
- Sharing data within OPI

New for 2009

- Two new staff assignment collections
  - % FTE allocated to PK kids for Special Ed
  - Alternative education assignment(s)
- Revised questions for Indian Education
- Distance Learning asks districts providing DL instruction to other MT schools to list schools being served
- Dual Enrollment Opportunities – district level report

Main Menu - Data Entry

- Items on the ADC Main Menu are numbered in the order in which you might want to select them.

- Type your answers or select from the dropdown lists.

- Navigate between fields by using the 'Tab' or 'Enter' keys ~ or use your mouse.

- **The 'Esc' key will undo your last change and return the page to its previous state.**

Organization Setup

Round the computed hours and **enter here!** You will not be able to submit with this blank.

Setup Organizations

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

District: Dillon Elem

Status of Processing for this Organization: Ready For Data Entry

Instructional Program Offered: Elementary Program (EL)

Enter this school's Aggregate Hours per year for meeting Accreditation Standards.

1080

Minutes per day of pupil instruction or administrative activity. Do not include passing time, unstructured recess, or lunch.

Full Days: 346   Partial Days: 180

Minutes per day of passing time.

Full Days: 29   Partial Days: 15

Days per year of pupil instruction.

Full Days: 170   Partial Days: 6

Calculated aggregate hours per year for meeting Accreditation Standards.   1082.00

Notes:

frmOrganizations

At least 1080 Hours are Required

Automatically computed

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Set Up Period/FTE Names

- Data rolled forward from last year
- "Heart" of all calculations
- Check for accuracy:
  - FTE units should add up to 1.0
  - Must reflect the current school day
- Cannot delete a Period/FTE if assigned to a current teacher record
- See the last page of Overview and the Personnel form in packet

Period Names/FTE Calculator

- Time units
  - Percentage
  - Period

Staff Assignments

Used for:

- Accreditation
- NCLB Core Academic Subjects for Highly Qualified Teachers
- FTE counts
  - State Legislature
  - Federal Reporting
- State Quality Educator Payment
- Special Education Reporting
- See handout "Annual Data Collection Staff Assignment Codes"

Staff Assignments Cont'd

- Data rolled forward from last year
- Remove assignments for staff no longer employed at your school or district
- Ensure all staff are assigned to appropriate assignment code with correct FTE units
- Report all staff by employer (school/district)
- Break staff out between special and general education assignment codes
- FTE Reports can help you review staff FTE when you are done (fix totals > 1.0!)

Assignment / FTE Note

Note: If you have a new staff member who taught at another Montana school last year, the FTE from his/her previous assignment will still be attached to that person's record until the previous school district goes into this program and deletes it. You may get a message box telling you the person is over 1.00 FTE and asking if you want to fix the problem. **As long as the person has 1.00 FTE or less at your school, you can ignore this warning.** The issue will be resolved when all the data entry for the state is complete.

New Assignment Collections

- Alternative Education assignment
  - Check if this class is taught as part of an alternative education program
- Pre-K allocation of FTE
  - Special Education job codes only
  - Determine what percentage of time is spent with 3-5 year old students

Alternative Education Assignments

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Allocation of Pre-K FTE

Assignment Summary

- Summary of all assignments
- Display depends on user level

Working with Assignments

- Assignment by Person – shows detail of selected assignment(s)

- Transfer Assignments – give a previous staff person's assignments to a new person
  - ❖**Once this process is complete, the original person is deleted**

- Add Person –first perform search to ensure no duplicates (last name, folio number*, SSN*, license number)   *most accurate
  - ❖**Save your work!!**

- Delete Person – No UNDO

Instructional Paraprofessionals

- School level
- NCLB "Highly Qualified" applies to Title I paras and ALL paras at Title I school-wide schools
  - Two or more years of higher education
  - Associate degree
  - Academic assessment
- **If you have not done this already: Update the Para qualifications** in ADC for 2008-09
  - Last year many paraprofessionals were reported in ADC without any qualifications
  - Funding – Job codes
    - Title I => PP02
    - Special Education => SE25
    - General => PP01

Licensed Professionals

- Report all staff employed or contracted to provide special education services
- Department of Labor Licensing Database
  - Check that correct license from the DOL licensing database has been entered for all Licensed Professionals
  - Defaults to Female and White; please change as needed

Quality Educator (QE) Payment

- Based on MCA 20-9-327 (refer to handout)
- FY 2009: $3,042 per licensed educator or other professional (up from $3,036)
  - Based on FY 2008 ADC Staff Assignments
- QE payments made by MAEFAIRS into District/Coop general fund (not to teachers)
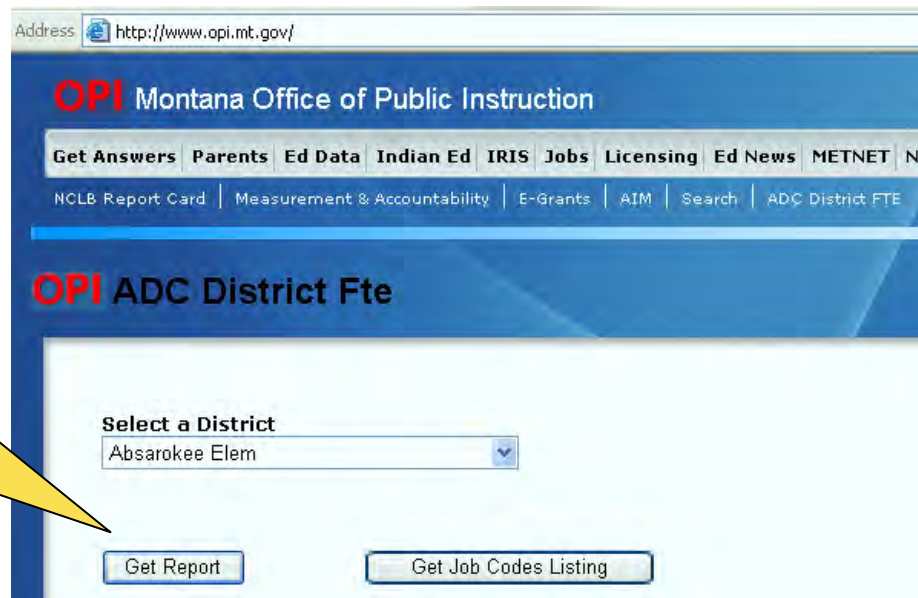- License must be active and valid as of December 1, 2008

Quality Educator Cont'd

- Some job codes are included in the QE payment and others are not (see Staff Assignment Code list)
  - Note: Those coded as Other professional staff (SE31 and SE32) are <u>not</u> included in the QE payment
- OPI verifies licenses using:
  - OPI Educator Licensure database
  - Montana Department of Labor and Industry, Business Standards Division professional license databases

QE Payment Report

- After completing updates to ADC staff assignments, please review the QE payment report called "ADC District FTE" (wait until the next morning -- it is updated with most recent assignments nightly).

http://data.opi.mt.gov/QualityEdFte/Default.aspx

Address: http://www.opi.mt.gov/

OPI Montana Office of Public Instruction

Get Answers | Parents | Ed Data | Indian Ed | IRIS | Jobs | Licensing | Ed News | METNET | NC

NCLB Report Card | Measurement & Accountability | E-Grants | AIM | Search | ADC District FTE

OPI ADC District Fte

Click to get the QE Report for your district

Select a District
Absarokee Elem

Get Report   Get Job Codes Listing

Accreditation Data

- Certify to Board of Public Education that school are complying with applicable accreditation rules (ARM 10.55).

Select Individual TABS or click on "Next"

Full-Time Kindergarten (FTK)

- All day, 5-days/week for all kids
- Schools must offer half-day but attendance is not required even if offered
- Question is at bottom of tab B 10-13 (displayed only for elementary schools)
- Yes or no answer

4-Day/Week Schedules

- New question in Accreditation Data
- Tab/question B 14
- Yes or no answer
- If the answer is yes and school is HS or 7/8 funded at HS rates, another question is asked to ensure that classes provide 225 minutes per week of instruction per ARM 10.55.906(1)(a) and 10.55.902(4)(c).

B-14: 4-Day Per Week Schedules

- Screen shot

PIR Days and
School Start and End Dates

- Certify number of PIR hours for funding purposes

- Inform OPI specialists what training is being conducted in schools

PIR Form

Alternative Education Programs

- Gathers information on what types of alternative schools are available for inclusion in the OPI central database.

- Helps the OPI answer questions about alternative programs

Alternative Education Programs

Alternative Education Programs

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Click to Select

Questions 1 - 5 | Questions 6 - 7 | Questions 8 - 12

Purpose: The purpose of this data collection is to identify which districts operate alternative education programs to serve at-risk students and gather identifying information about these programs. For OPI reporting purposes, an alternative education program is a "restructured" academic program to serve at-risk students and operated within an accredited public school.

1. Does your district operate an alternative education program to serve at-risk students?   Yes

2. Which choice below best describes where the students are served?   On school campus

3. Do you modify graduation requirements (as provided in ARM 10.55.906 (3) & (4)) for the students served in this program?   No

4. Do you modify attendance requirements for the students served in this program?   No

5. When reporting personnel assignments for the Annual Data Collection, do you use personnel job codes AR01 (At-Risk) or OT (Other) to describe any of the personnel working in the alternative education program?   AR01 (At-Risk) Yes   OT (Other) No

Next

frmAltEdPrograms

Indian Education

- New questions for 2008-2009
- Helps the OPI understand efforts to implement Indian Education for All law, assist in the staff development, and offer technical assistance where needed.
- Collect resources, professional development, and teacher/administrator knowledge
- Document uses of FY2008 Indian Education and American Indian Achievement Gap funding

Indian Education

Indian Education

2008-2009
Beaverhead (CO 01)
Beaverhead Co High School (SS 0200)
Beaverhead County H S (LE 0006)
Beaverhead Co High School (SC 0023)

Click to Select

| Law | Board Policy | Teacher Knowledge | Curriculum And Instruction | Professional Development | Needs | Funding | Student Achievement |

Click in box to view entire text of law.

INDIAN EDUCATION FOR ALL - ADC
Supplemental Information

The following information is provided to assist schools and districts in understanding the requirements of the accreditation standards relating to, and in support of, the Indian Education for All Law, MCA 20-1-501.

I. The Indian Education Law, 20-1-501, MCA was passed by the 1999 Legislature to ensure the implementation of Article X, section 1(2) of the Montana Constitution to recognize "the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage."

The full text of this statute is as follows:

20-1-501. Recognition of American Indian cultural heritage -- legislative intent

(1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.

(2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:

NEXT

frmIndianEducation

Technology Use Report

- Required by Federal Technology Grant

- Helpful in targeting OPI resources for staff development and technical assistance

- Important to ensure each computer is counted only once !

- The 'Fully Integrated' question at the bottom of the form must be answered the same way for all schools in your district, so please consult your superintendent before completing the question.

Reporting Shared Computers

- If computers are used across grades or school districts…
  - Get a count of all the computers
  - Determine how many are used by students and how many by teachers (primary use)
- How to compute (pick one method)
  - Percentage of use formula
  - Divide the total number evenly by # of schools in the district

Computer Internet Access

- Review both student-used and teacher used computer numbers and then record number of computers having Internet access
  - Dial up
  - High speed (broadband)
  - No Internet access
- Building Internet connections (select one)
  - Wireless
  - Hardwired

Technology Survey

Technology Survey

👉 Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Please provide accurate and unduplicated counts for the specific school you are reporting on. Duplicated counts may negatively impact technology funding or program eligibility.

Federal reporting requirements require that OPI report the number of computers per school. OPI recognizes that computers are used across grade levels and Districts. However, some determinations must be made by the district as to how to report the computers. Possible ways to determine how to report shared computers are:
1. Determine the number of computers per school using a percentage of use formula. Or
2. Divide the total number of computers in the district evenly across the schools in that district. Or
3. Another method as determined locally.
         **** Regardless of the method used, do not report any one computer more than once****

How many computers in your school are used primarily by Students:	35
How many computers in your school are used primarily by Teachers:	22

For each set of computers listed above (Student and Teacher), how many of them are connected to the Internet by the following Connection Types?

Student Computer Internet Access Type:		Teacher Computer Internet Access Type:	
Dial Up Internet Access	0	Dial Up Internet Access	0
High Speed (Broadband) Internet Access	35	High Speed (Broadband) Internet Access	22
No Internet Access	0	No Internet Access	0

What is the primary (or only) way that computers inside the school building connect to the Internet?   [Hardwired Access ▼]

Has the district fully integrated technology into the district curriculum through implementing the Montana Technology Content and Performance Standards as of December 31, 2006?   [No ▼]

District-Level Reports

- Personnel Recruitment and Retention
  - Used to set criteria for critical teacher shortage teacher loan forgiveness program

- Distance Learning
  - All sections must be completed if you receive or provide DL

- Testing Coordinators

- Dual Enrollment Opportunities (new)

Personnel Recruitment and Retention

- Completed at the District Level

- Used by the OPI, the University system and districts to understand, project and help alleviate staff shortages

- Used by the Board of Public Education to set criteria for critical teacher shortage teacher loan forgiveness program

Personnel Recruitment and Retention

Distance Learning Report

- Required by Administrative Rules
- All districts must complete
- Private and commercial providers are required to register with OPI through our web registration
- District providers must list schools/districts to whom they deliver courses

Distance Learning

Testing Coordinators

- Need to keep testing coordinator contact information up-to-date for Assessment.

- Form is pre-filled with the most current data that OPI has

- Make any changes and check box to confirm you have reviewed the data

Test Coordinators

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Submit

- Program will provide a pre-submittal report to let you know if your data is incomplete.

- **Once you submit, you will not be able to make changes. Contact next level in the hierarchy for changes.**

- Submit hierarchy:
  - Schools submit to Districts
  - Districts submit to Counties
  - Counties submit to OPI
  - Special Ed Coops submit to OPI

Submit Work

Required Corrections Report

REQUIRED CORRECTIONS - ADC APPLICATION 2007-2008 School Year

Beaverhead

Dillon Elementary

Dillon Elem
All Schools

Required Corrections

The following items must be complete before you can Submit your data to the OPI. Print this report and use it as a checklist for completing your data entry.

Dillon Elem	District
Distance Learning - If you answered YES to question 1, question 2 can not be left blank.	
Distance Learning - If you entered YES to #1, you must provide at least 1 Company/District on Tab C.	

Preliminary Accreditation Report

- Based on submitted data

- Provides preliminary report used in OPI accreditation decisions

- Follow instructions for notifying OPI of changes or corrections

- **Print a copy for your records !!!**

Processing Status Who Can Modify?

- Ready for Data Entry All

- Submitted to District Office District, County

- Submitted to Co. Supt. County

- Submitted to the OPI OPI Staff

What happens next with the data

- Quality educator payment
- Accreditation status
- Used for CCD reporting
- Eden reporting
- Special Ed staff report
- NCLB Report Card

Mail to OPI

- Authorized Signatures and Checklist
  - Print and sign it or sign sheet in packet
- School Calendar
- Master Schedule

- Save a tree …. please don't send copies of all your reports to OPI !

Summary: What YOU need to do

1) Complete all the data entry items in order
2) Review all your reports
3) Submit
4) Send Authorized Signatures Page, School Calendar, and Master Schedule to OPI
5) Review Preliminary Accreditation Report
6) Notify OPI of any corrections
7) Check the Quality Educator Payment report (in 24 hours)
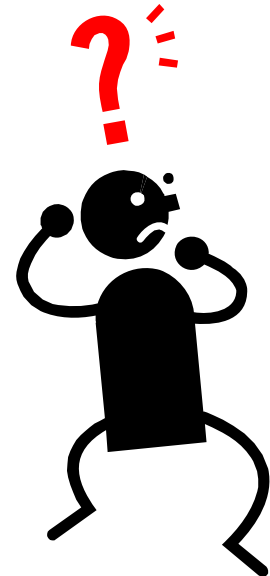
Late or Incomplete Reports

- ARM 10.55.701.1 The board of trustees shall ensure that the school district complies with all local, state, and federal laws and regulations.

- In accordance with accreditation guidelines, a district that has incomplete or missing reports receives Advice accreditation status.

Where to Get More Information

- OPI Website: http://www.opi.mt.gov
  - Go to Programs & Services of OPI
  - Select Annual Data Collection
    http://www.opi.mt.gov/adc/Index.html
- OPI Knowledge Database (Get Answers)
- OPI Help Line - (406) 444-4050
- Tip of the Day

QUESTIONS?

Thank You!

OPI - Annual Data Collection